

DEPARTMENT OF FINANCE AND ADMINISTRATION
Administrative Memorandums

300.22.2 TITLE: Job Abandonment
ISSUING OFFICE: DFA Director's Office *Letwin*
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: 8/01/02 REPLACES: _____ DATED: _____

Administrative Memorandum #300.22 addresses actions that may be taken when an employee is absent from work without proper authorization. These actions range from verbal warning to termination, based on the number of offenses in a 12-month period, and counting each instance of unauthorized absence as one offense.

To address instances in which employees are absent on multiple, consecutive work days without authorization and/or notice, the following procedures will be followed:

1. For employees in regular positions, either full- or part-time, who have passed the initial "probationary" period of six months:
 At the end of the **second** consecutive workday that the employee fails to report to work or follow proper office procedures for reporting the absence, the employee will be considered to have abandoned his/her job, and will be terminated.

2. However, for employees in "extra help" positions, or in regular positions but within the initial six month "probationary" period:
 On the **first** workday that the employee fails to report to work or follow proper office procedures for reporting the absence, the employee will be considered to have abandoned his/her job, and will be terminated, effective the end of the first day of absence.

Administrators will retain the authority to make exceptions to this policy based on extenuating circumstances.

Inquiries concerning this memorandum may be addressed to the DFA Human Resources Office.